

CONFIDENTIAL

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26 January 1971

Outline of Cartography Division Monthly Reports

A. Accomplishments

Describe the projects either individually or in groups which were completed or published during the month. Include information about the recipient, associated activities, significant departures from an established routine, associated new developments and other such matters that shed light on the degree of importance of the accomplishment.

Most accomplishments will fall into one of the following categories:

1. Reference maps and base maps
2. Thematic maps and graphics for publications
3. Briefing and visual aid materials
4. Technical achievements, including developments in ADP
5. Managerial or processing innovations

Stories that began under "Projected Activities", and continued under "Current Activities" should be wound down under this section.

B. Current Activities

Toward what goals is the Branch devoting its effort as of the end of the month? The Division Status Report contains the details, so the Branch report should establish the relative degree of effort being expended on various functions and provide progress reports on large projects.

C. Projected Activities

Describe things that are quiescent at the moment but about which management is--or should be--concerned with with respect to planning.

D. Personnel Development

This section should be solely devoted to reporting how people are or will be or have been concerned with career development. Include reassignments, training, special activities and anything else that should be brought to management's attention about how Cartography Division personnel competence levels are being upgraded. Both sponsored and self-initiated activity are pertinent. It should be pointed out that in the years ahead this may well become the most important section of the reports.

E. Problems

Cause, effect, and suggested solutions, if there are any, should be

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described along with the problem. This is definitely not the place to "get somebody." Problems should be recorded that require action at the Division level or higher, and Branch Chiefs have a right to expect immediate and positive corrective action if the suggested solution is workable. Day-to-day intra-staff consultation remains the best way to solve inter-divisional problems. It should be pointed out that a problem solved may be worth recording in "Accomplishments."

F. Other

This section is for things that don't fit anywhere else, personal events that are not appropriate to Section D, "Personnel Development", for example. Entries may be long or short, so long as they serve a useful purpose.